PB90-258328

CERCLIS Data Handling Support Policy Statement

(U.S.) Environmental Protection Agency, Washington, DC

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OFFICE OF
SOLID WASTE AND EMERGENCY RESPONSE

OSWER Directive 9221.0-02A

MEMORANDUM

SUBJECT: CERCLIS Data Handling Support Policy Statement

FROM: Henry L. Longest II, Director
Office of Emergency and Remedial Response

TO: Addressees

Purpose: The purpose of this document is to update the policy statement published on March 31, 1986. This update contains no major changes in policy, but rather presents the information in accordance with the current document management standards.

Background: The CSC data handling delivery order is designed to provide support for the collection, entry and maintenance of CERCLIS data. The majority of these resources are allocated to provide direct, on-site support to the Regional Superfund programs.

Objective and Implementation: The Regional Superfund programs have the responsibility to ensure that the resources provided are fully utilized to support program priorities.

The following are the responsibilities of the Regional offices:

- providing constant oversight and direction in the conduct of daily tasks;

- ensuring that appropriate staff mix is in place to meet the data handling needs of the Superfund program;

- managing the staff mix to stay within the budgetary figure allocated to each Region;

- communicating personnel problems, changing resource needs, training requests and other administrative issues to the Office of Emergency and Remedial Response (OERR) in a timely manner;

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- keeping the Deputy Delivery Order Project Officer abreast of such proposed changes; and

- designating an individual in the Superfund program to be accountable for the effective use and management of these resources.

OERR's Management and Systems Development Staff (MSDS) is responsible for the national coordination of the delivery order. Specific responsibilities include:

- preparing all delivery order modifications to provide uninterrupted availability of resources and meet changing resource needs when necessary;

- providing the budget for each Region and tracking resource usage;

- serving as the single point of contact for the Regions with the contractor and the Office of Information Resources Management (OIRM);

- communicating frequently with the Regions on all issues impacting the delivery order or CERCLIS; and

- evaluating the effectiveness of the delivery order in supporting program priorities.

OIRM currently supports the Superfund program by serving as the Delivery Order Project Officer. Specific responsibilities include:

- providing assistance to MSDS in preparation of all delivery order modifications;

- serving as the single point of contact with the Contracting Officer; and,

- communicating frequently with MSDS on all issues impacting the delivery order.

Questions with respect to this policy should be directed to Mike Cullen, Chief, Management Systems Coordination Branch.

Addressees:

Regional Waste Management Division Directors
Superfund Branch Chiefs
OERR Division Directors
OERR Branch Chiefs